



## REQUIREMENTS FOR OBTAINING GRADING AND CONSTRUCTION PERMITS

Public Works Department

In order to obtain a grading or a construction permit, the contractor shall provide the following:

1. **State Contractor's License:** A copy of the appropriate license shall be submitted to the Public Works Department. (Not required for Grading Permits when owner-builder is grading their site)
2. **City Business License**
3. **Certificate of Insurance:** Proof of General Liability and Automotive Liability (\$1,000,000.00 coverage for each) shall be submitted to the Public Works Department. The City of Corona shall be named as Certificate Holder and Additional Insured with Additional Insured Endorsement for General Liability (**See Sample 1**). Certificate of Insurance along with the Endorsement **shall be provided directly from the Insurance Company.**
3. **Underground Service Alert Permit/Ticket:** (1-800-227-2600 or 811) USA # required.
4. **CAL-OSHA Excavation Permit:** For trenches 5-feet in depth or greater. (909) 383-4321.
5. **Owner/Developer Authorization Letter:** Letter shall be signed by the owner/developer authorizing the contractor to obtain a permit for their project and listing their scope of work.
6. **Construction Company Authorization Letter:** Letter shall be prepared on the company's letterhead authorizing an individual(s) to pull a permit. (**See Sample 2**)
7. **Grading and/or Public Improvement Security**  
All applicable securities (notarized Surety Bond, Cash Deposit, Irrevocable Letter of Credit) and notarized Agreements must be in place prior to permit issuance.
8. **Payment of All Applicable Permit Fees**
9. **Three (3) Bond Copies of Approved Plans**
10. **State Storm Water Permit (NPDES):** For grading permits disturbing an area of one acre or more; or if the permit is part of a larger project that will disturb one or more acres cumulatively.
11. **Corona Cruiser route and bus stops:** Prior to setting up temporary traffic control on bus route or closing any bus stop, call (951) 279-3522 seven (7) days in advance.

Permit Counter (951) 736-2259 – Email: [DSCounter@CoronaCA.gov](mailto:DSCounter@CoronaCA.gov) Fax (951) 279-3785

## Contractors State License Board (CSLB) Licensing Classifications

The license classifications below are taken from the CSLB website and provided for information purposes. Further information can be found on their website at the following link:

<http://www.cslb.ca.gov/>

### CSLB issues licenses for the following classifications:

#### **Class "A" – General Engineering Contractor**

The principal business is in connection with fixed works requiring specialized engineering knowledge and skill.

#### **Class "B" – General Building Contractor**

The principal business is in connection with any structure built, being built, or to be built, requiring in its construction the use of at least two unrelated building trades or crafts.

#### **Class "C" – Specialty Contractor**

There are 41 separate "C" license classifications for contractors whose construction work requires special skill and whose principal contracting business involves the use of specialized building trades or crafts.

#### List of Class "C" license classifications:

- C-2 - Insulation and Acoustical Contractor
- C-4 - Boiler, Hot Water Heating and Steam Fitting Contractor
- C-5 - Framing and Rough Carpentry Contractor
- C-6 - Cabinet, Millwork and Finish Carpentry Contractor
- C-7 - Low Voltage Systems Contractor
- C-8 - Concrete Contractor
- C-9 - Drywall Contractor
- C10 - Electrical Contractor
- C11 - Elevator Contractor
- C12 - Earthwork and Paving Contractors
- C13 - Fencing Contractor
- C14 - Metal Roofing Contractor **[repealed]**
- C15 - Flooring and Floor Covering Contractors
- C16 - Fire Protection Contractor
- C17 - Glazing Contractor
- C20 - Warm-Air Heating, Ventilating and Air-Conditioning Contractor
- C21 - Building Moving/Demolition Contractor
- C23 - Ornamental Metal Contractor
- C26 - Lathing Contractor **[repealed]**
- C27 - Landscaping Contractor
- C28 - Lock and Security Equipment Contractor
- C29 - Masonry Contractor
- C31 - Construction Zone Traffic Control Contractor
- C32 - Parking and Highway Improvement Contractor
- C33 - Painting and Decorating Contractor
- C34 - Pipeline Contractor
- C35 - Lathing and Plastering Contractor
- C36 - Plumbing Contractor
- C38 - Refrigeration Contractor
- C39 - Roofing Contractor
- C42 - Sanitation System Contractor
- C43 - Sheet Metal Contractor
- C45 - Electrical Sign Contractor

- C46 - Solar Contractor
- C47 - General Manufactured Housing Contractor
- C50 - Reinforcing Steel Contractor
- C51 - Structural Steel Contractor
- C53 - Swimming Pool Contractor
- C54 - Ceramic and Mosaic Tile Contractor
- C55 - Water Conditioning Contractor
- C57 - Water Well Drilling Contractor
- C60 - Welding Contractor
- C61 - Limited Specialty
- ASB - Asbestos Certification
- HAZ - Hazardous Substance Removal Certification
- HIC - Home Improvement Certification **[repealed]**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/10/2020

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

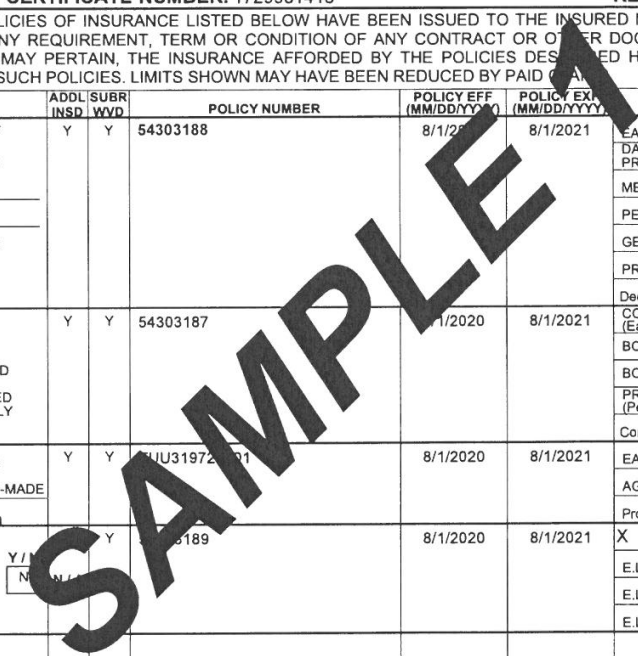
**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

Sample	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):														
Sample	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Federal Insurance Company</td> <td style="text-align: center;">20281</td> </tr> <tr> <td>INSURER B : Executive Risk Indemnity Inc</td> <td style="text-align: center;">35181</td> </tr> <tr> <td>INSURER C : Great American Ins. Co.</td> <td style="text-align: center;">5990</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Federal Insurance Company	20281	INSURER B : Executive Risk Indemnity Inc	35181	INSURER C : Great American Ins. Co.	5990	INSURER D :		INSURER E :		INSURER F :	
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**COVERAGES** **CERTIFICATE NUMBER: 1729981418** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXPI (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	54303188	8/1/2020	8/1/2021	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 5,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	54303187	8/1/2020	8/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Col Deductibles \$ 1,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	1729981418	8/1/2020	8/1/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 Products -Comp/Op Agg \$ 10,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	Y	1729981418	8/1/2020	8/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000



**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 The City of Corona is named as Additional Insured with respect to General Liability per attached endorsements.

<b>CERTIFICATE HOLDER</b>  The City of Corona 400 S Vicentia Avenue Corona CA 92882	<b>CANCELLATION 30</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

**ADDITIONAL INSURED – OWNER, LESSEES OR CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM  
CONTRACTORS COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

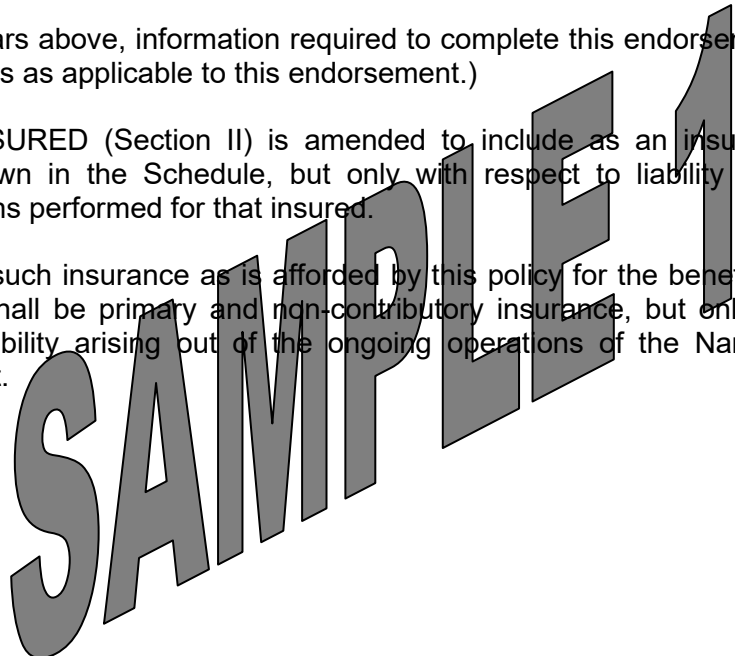
Name of Person or Organization:

City of Corona

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of the ongoing operations performed for that insured.

It is agreed that such insurance as is afforded by this policy for the benefit of the Additional Insured shown shall be primary and non-contributory insurance, but only as respects any claim, loss or liability arising out of the ongoing operations of the Named Insured on a scheduled project.



CGL 1544 01 98

COMPANY LETTERHEAD

City of Corona  
Public Works Department  
400 S. Vicentia Avenue  
Corona, CA 92882

Gentlemen:

Only those persons listed below are duly authorized by this company to act as our agents to obtain permits from the City of Corona, Public Works Department. It is our understanding that only these designated persons may obtain permits in this firm's name and that this authorization will continue until the Public Works Department is notified in writing of any change.

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1. _____<br>(Typed or Printed Name) | 3. _____<br>(Typed or Printed Name) |
| _____<br>(Signature)                | _____<br>(Signature)                |
| 2. _____<br>(Typed or Printed Name) | _____ (Typed or Printed Name)       |
| _____<br>(Signature)                | _____<br>(Signature)                |

Cordially,

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Signature

SAMPLE 2